

This position is being advertised under Delegated Examining Procedures.

TITLE, SERIES, GRADE: Information Receptionist (Office Automation), GS-304-03/04

SALARY RANGE: \$24,070 - \$35,131 per annum (includes locality pay)

TYPE OF APPOINTMENT: Permanent (full-time)

PROMOTION POTENTIAL: GS-04

VACANCY ANNOUNCEMENT NUMBER: 06-RI-03

OPENING DATE: February 27, 2006 **CLOSING DATE:** March 10, 2006

DUTY LOCATION(S): United States Attorney's Office, Providence, Rhode Island

NUMBER OF VACANCIES: One Position

CONTACT: Robin S. Downey

Phone #: (401) 709-5000

TDD# : (401) 751-4742

Send your application package to:

Robin S. Downey

Administrative Officer

US Attorney's Office

50 Kennedy Plaza, 8th Floor

Providence, RI 02903

Applications must be received by 11:59 p.m. (**Eastern Standard Time**) on the closing date or postmarked by the closing date. Applications submitted using government postage or internal Federal government mail systems or facsimile will not be considered.

WHO MAY APPLY: All U.S. Citizens

DUTIES: Serves as an information receptionist, providing a variety of receptionist and clerical support duties. Receives telephone calls and visitors to the office. Controls access to the office and ensures that only visitors properly cleared are authorized entry. Notifies staff members of visitors and incoming telephone calls. Uses and maintains multi-line telephone switchboard equipment. Responds to inquiries, providing general information regarding office programs. Maintains telephone recording equipment. Prepares recorded greetings and activates off duty telephone answering machine when required. Prepares routine documents utilizing basic word processing software. After receiving training, the information receptionist prepares time and attendance for assigned personnel, makes corrections as needed, and transmits data to the National Finance Center. A qualified typist is required

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS -

To be qualified at the GS-3 level:

1. You must have 6 months of general experience or 1 year of education above high school.
2. Type 40 words per minute with no more than 3 errors and include your typing speed in your application.

To be qualified at the GS-4 level:

1. You must have 1 year of general experience or two years of education above high school.
2. Type 40 words per minute with no more than 3 errors and include your typing speed in your application.

General experience is defined as progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. Equivalent combinations of education and experience are qualifying for this position.

Applicants must meet all qualification requirements by the closing date.

2. EVALUATION METHOD -

A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks.

Knowledge, Skills and Abilities:

1. Skill in answering a multi-line telephone system.
2. Ability to communicate orally.
3. Knowledge of office practices and procedures.
4. Knowledge of punctuation, grammar, and style.
5. Ability to use basic word processing software

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

3. HOW TO APPLY -

Submit an Optional Application for Federal Employment (OF-612), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure “Applying for a Federal Job” (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm>.

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing current position, grade level, promotion potential, and duty location.

5. VETERANS' PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15.

6. AGENCY REQUIREMENTS AND INFORMATION -

If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will be considered only for the highest grade qualified.

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Satisfactory completion of a one-year probationary period is required.

Applicants are required to sign and submit the Disclosure Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act (DOJ-555 located at the bottom of this announcement). The signing of this form authorizes the District to request a credit check. Failure to submit the DOJ-555 might preclude an applicant's employment consideration.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible for appointment under the Veterans Benefit Improvement Act of 1984 (as amended), or the direct-hire authority to appoint veterans with service-connected disabilities of 30 percent or more. Appropriate documentation to support this claim for eligibility will be required.